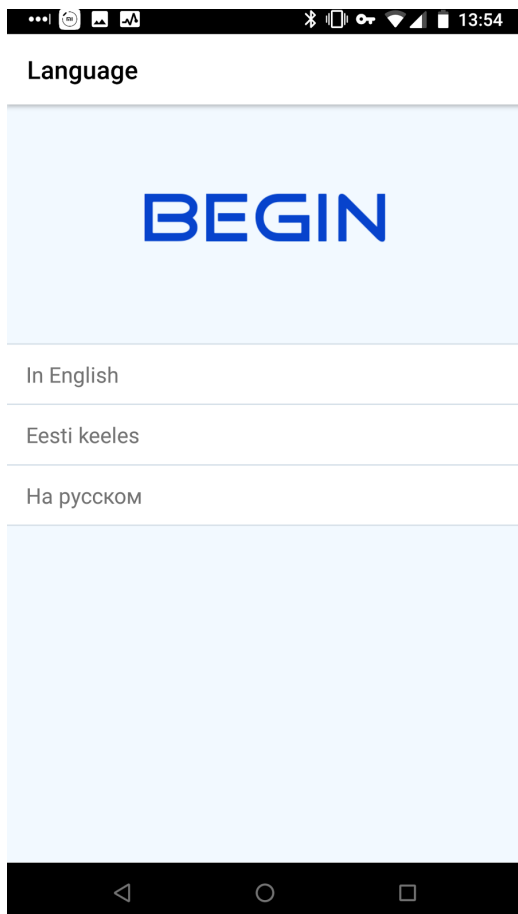
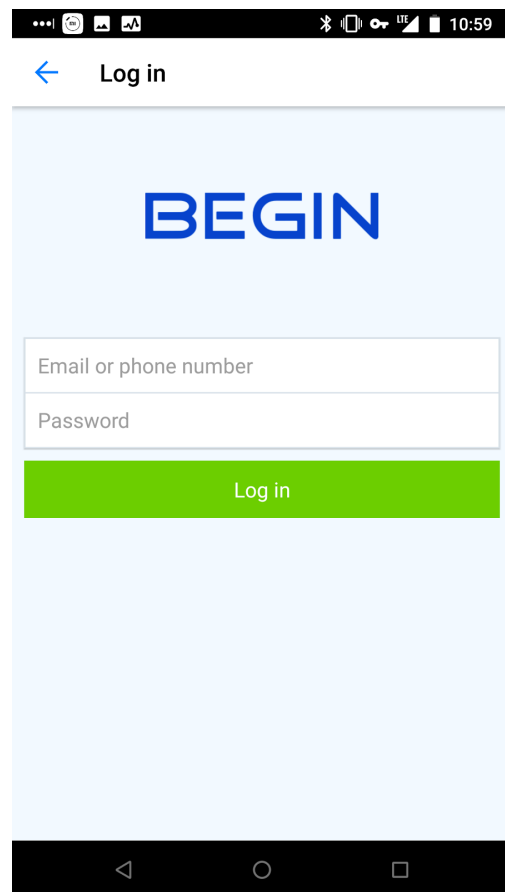


To start using the new Begin app in Android, you need to download the "Begin Time v2" app from the Google Play store and launch it in your mobile device. Please note that the currently used older app version "Begin Time" will also be available in Google Play store. When downloading the new app, please make sure to select "**Begin Time v2**".

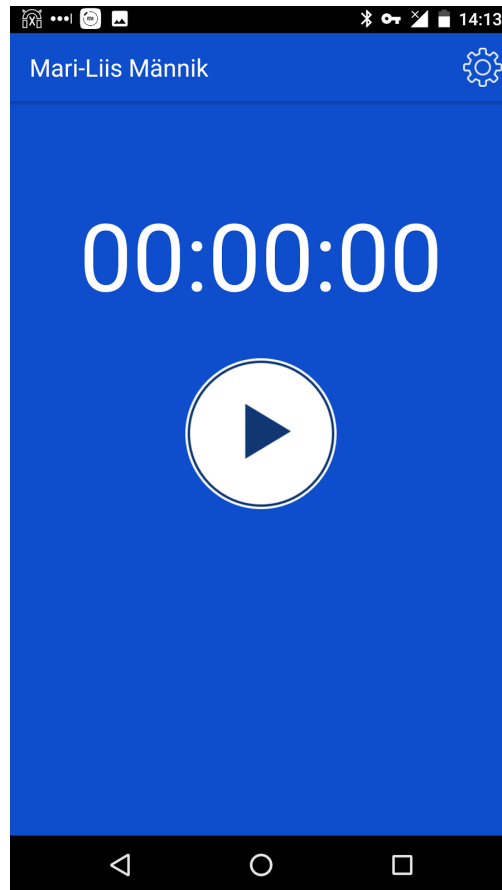
1. Select the system language: EST, ENG or RUS.



2. After that, you are required to log in. The username is assigned to the employees registered in the system by a system administrator user and is either the e-mail address **or** the phone number of the employee. The password is also assigned by your company's administrative user in the Begin system. Press the button "Log in".

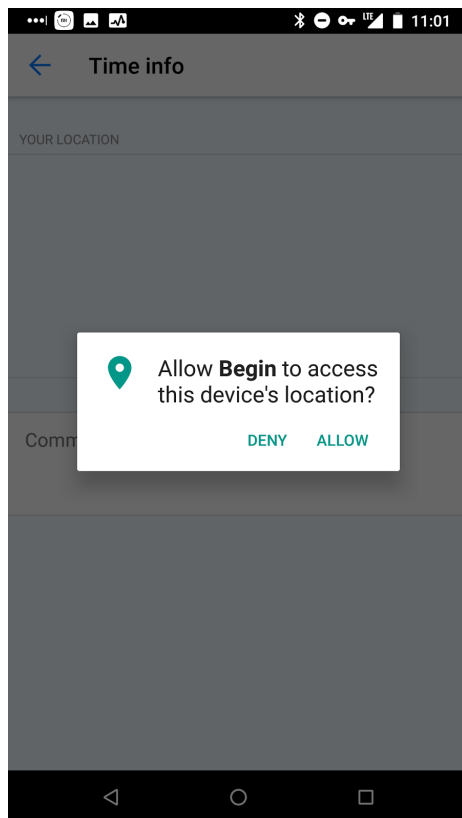


3. The employee is presented with a timer view, with information displayed depending on whether the work time or pause is currently in progress or is yet to be started.
This is the view to start the work time:

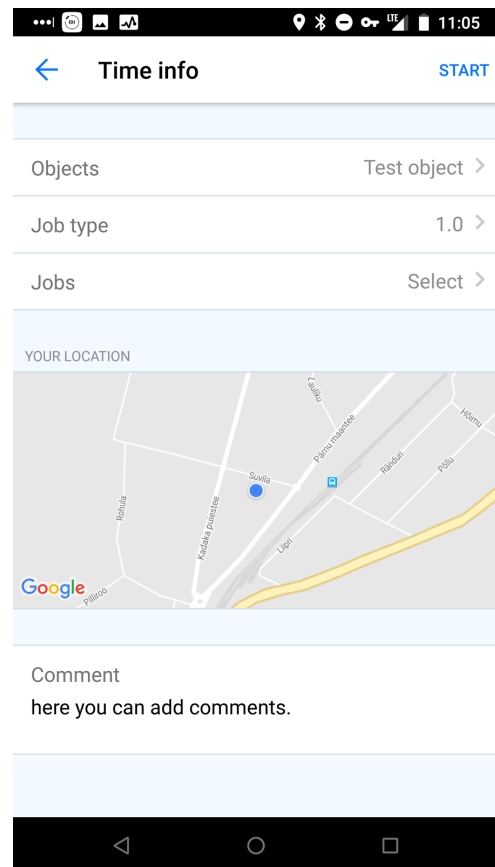


4. To start the work time, the user has to press the round “Play” button. The employee is then forwarded into the Time info view, where it is possible to select the objects, job type and jobs, according to the available presets defined by the company’s administrative user.

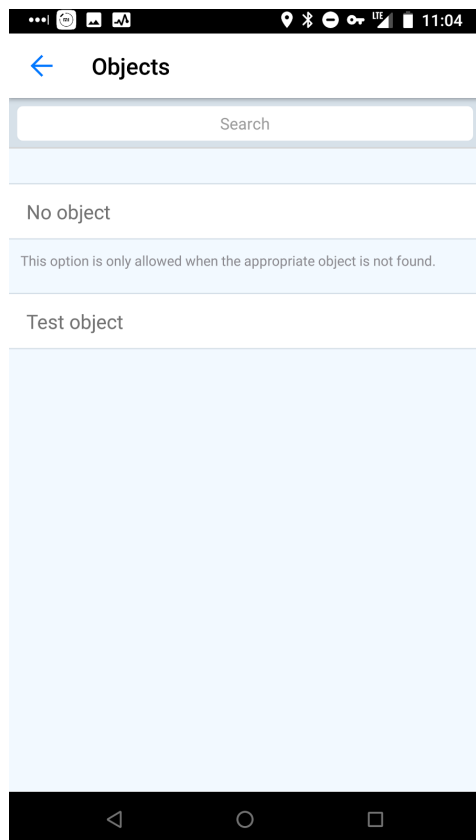
Upon first launch, the Begin app will prompt for access to the device’s location. This access must be allowed for the app to be able to determine the device’s location and to enable starting the work time:



If some fields are marked as required, this is defined by the company’s administrative user.



a. When selecting the object, it is possible to use the search function or to browse for the object manually in the list.



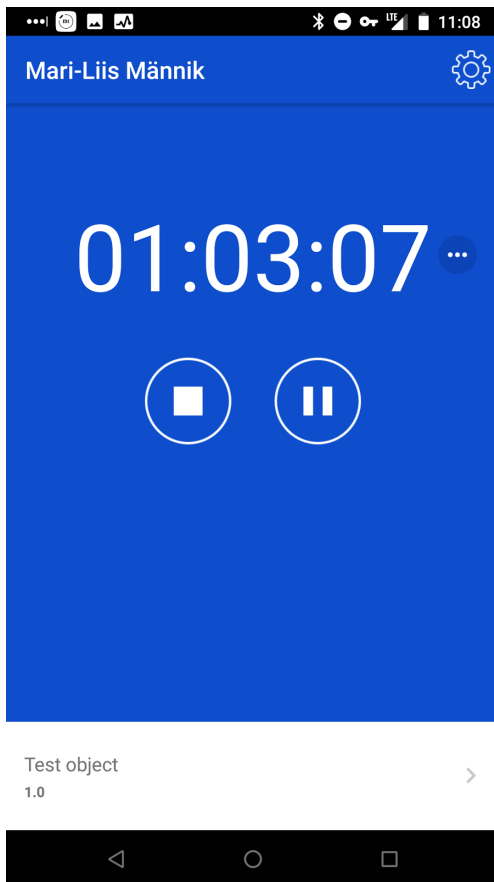
b. If the correct object is not available in the list (for example, the manager has not included the object in the list by the time the work time is started), it is possible to select “No object” and there will be another prompt to select the object after the work time is ended.

The job type and jobs can be entered similarly to the previous by the employee (only displayed when the administrative user has assigned these to the employee).

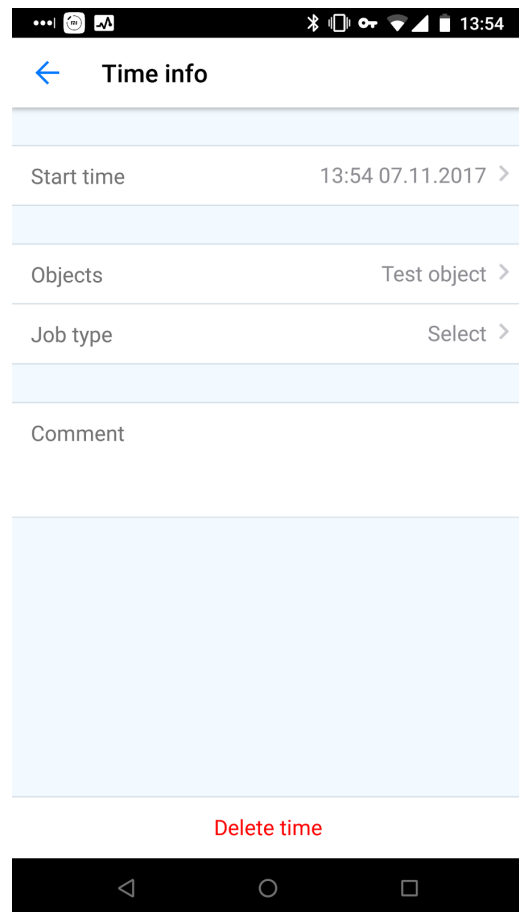
The user's device location will be registered at the time of starting and ending the work time, **if location tracking is required by the system administrator.**

By pressing the “Start” button at the top right corner of the screen, the work time is started.

5. The work time has been started and the user is shown a timer together with the selected objects, job type and jobs at the bottom of the screen.

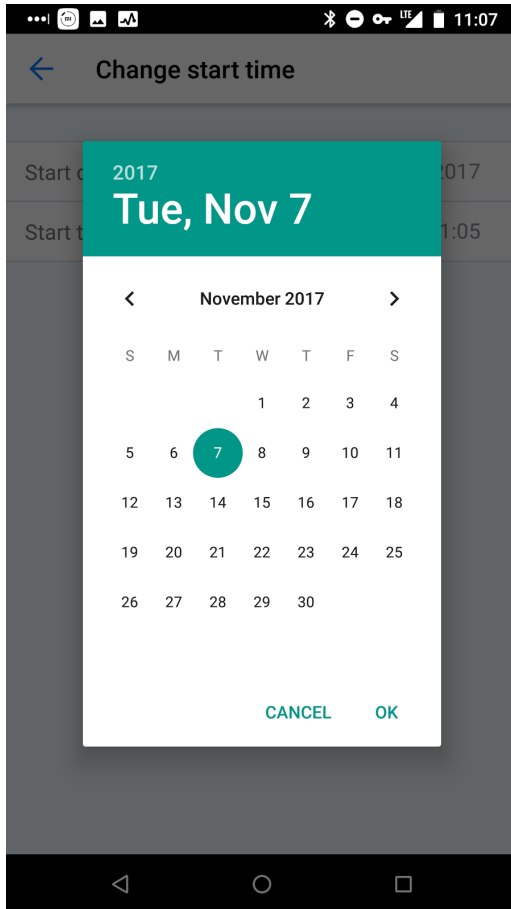


6. If the user has the necessary permissions to edit the attendance sheet or work time details, they can erase or change the start time of the work by pressing on the white strip. Comments can also be added to the work time via this view.

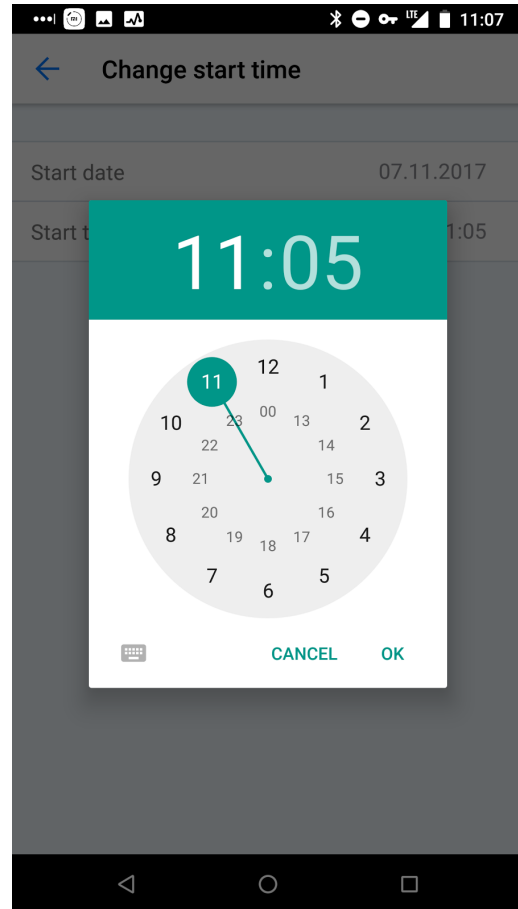


7. The start time of work can be changed by pressing the button “Start time”. The view to change the start time is displayed, where the user can choose to change the time, date or both.

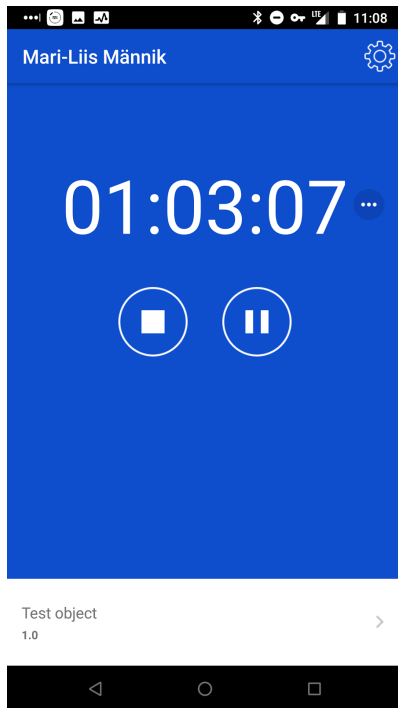
Changing the starting date:



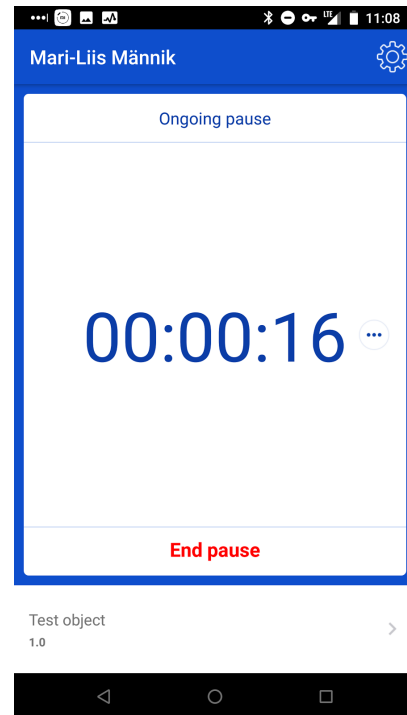
Changing the start time:



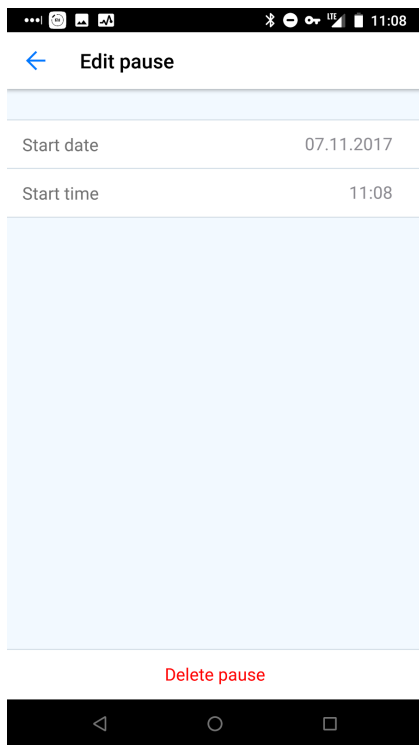
8. A pause can be started by pressing the “Pause” (double vertical stripes inside a circle) button in the work timer view:



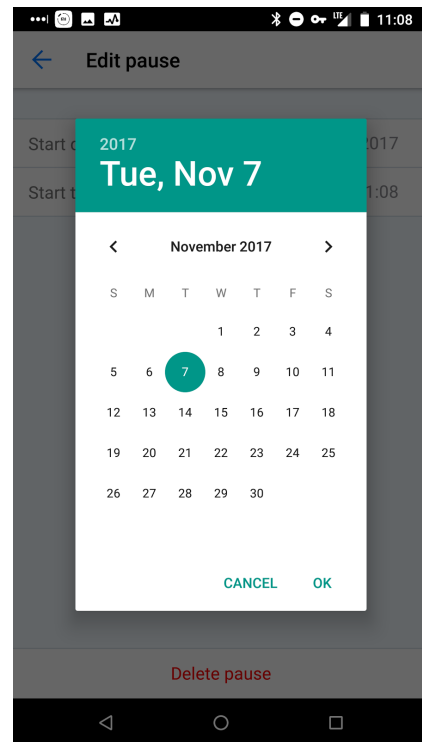
9. The user is then presented the ongoing pause timer view:



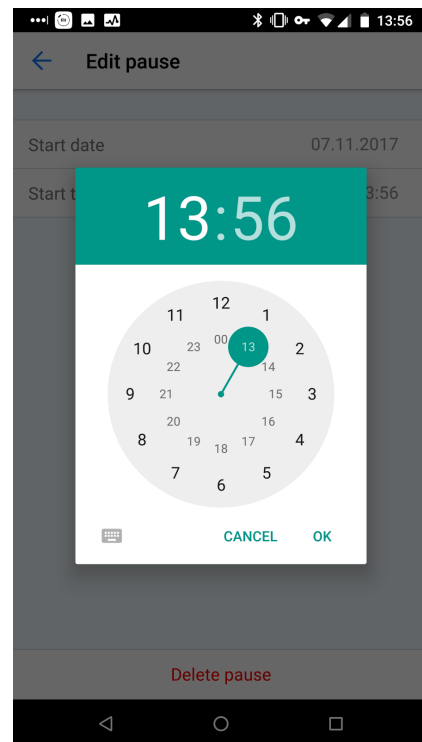
10. If the user has the necessary permissions to edit the attendance sheet or work time details, they can erase or change the start time of the pause by pressing the button with three dots that is displayed next to the running pause timer. The user is then presented the view to erase the pause or to change the start time.



11. Changing the starting date of the pause:

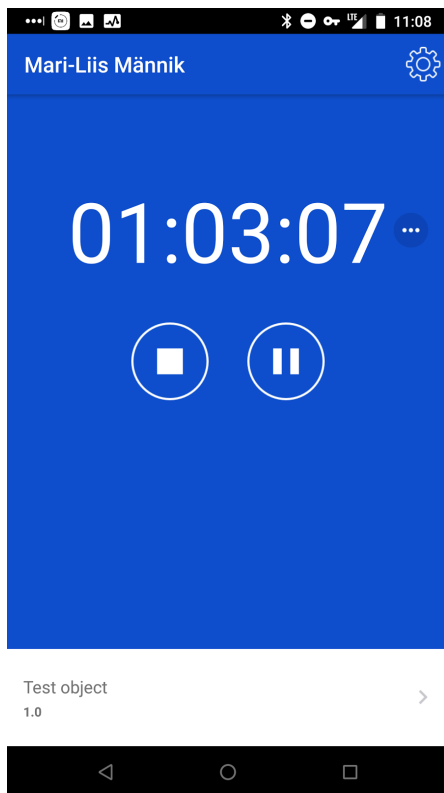


12. Changing the starting time of the pause:

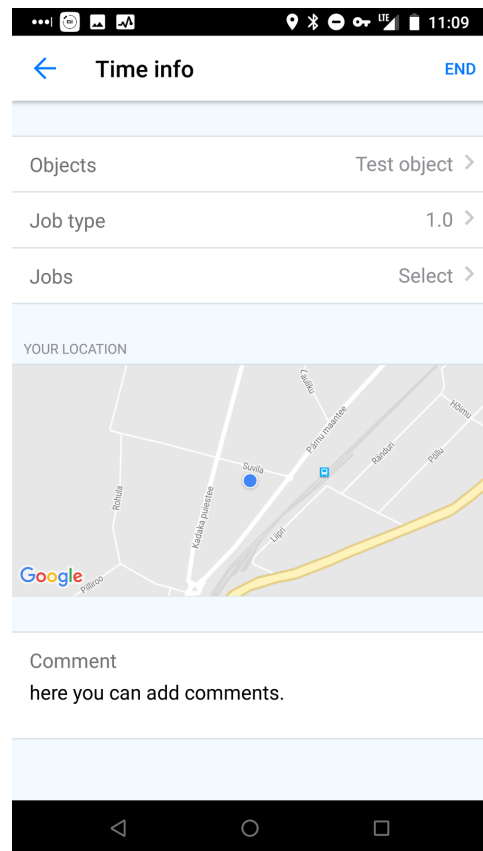


13. To end the pause, the “End pause” button must be pressed. After this, work time is resumed, and the work timer view is displayed.

14. To end the work time, the “Stop” button (the square inside a circle) must be pressed:



15. The user is forwarded to the Time info view and the device location is determined to end the work time. If desired, the user can change the objects or add a comment. The work time is ended by pressing the “End” button at the top right corner of the screen. The user is then forwarded to the timer home screen, where a new work time can be started.



16. At the top right corner of the home screen, there is a cog symbol for Settings, through which you can:

- log the user out of the app (if the same mobile device is used by several employees, for example);
- change the system language, if desired;
- see the app version and the *CodePush* or update version of the app;
- send the application logs to support to troubleshoot possible issues in case of a malfunction.

